

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova, CA 95741-1810



Employee Name	QUINLAN, CHRISTY
Expense Dates	11/15/09-11/17/09
Total Expense Amount	1138.02
Amount Due Employee	108.36
Form ID	TEA000564339

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	11/16	O/S Incidentals	6.00	Tips
2)	11/17	O/S Parking, Auto	30.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved
by:

TERESA M TAKAI

Travel & Expense Account Summary

Employee Name CHRISTY QUINLAN
Expense Dates 11/15/09-11/17/09
Report Name 601 Nov 15, 16/Rochester, MN

Request Total \$ 1138.02
Direct Charge Total - 1029.66
Travel Advances - 0.00
Net Due Employee = 108.36

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	HIE Summit	1138.02

NOTE: (d)=Direct Charge

DATE	Sun Nov 15	Mon Nov 16	Tue Nov 17							TOTAL
O/ S Commercial Air Fare (d)	919.40									919.40
O/S Breakfast	6.00									6.00
O/S Dinner	18.00	18.00								36.00
O/S Lunch	10.00									10.00
O/ S Mileage, Personal Auto	10.18		10.18							20.36
O/S Incidentals		6.00								6.00
O/S Lodging (d)		110.26								110.26
O/ S Parking, Auto			30.00							30.00
TOTALS \$	963.58	134.26	40.18							1138.02

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	HIE Summit	11/15/09	O/S Commercial Air Fare	919.40	Direct Charge
Regular Travel	HIE Summit	11/15/09	O/S Breakfast	6.00	Cash
Regular Travel	HIE Summit	11/15/09	O/S Dinner	18.00	Cash
Regular Travel	HIE Summit	11/15/09	O/S Lunch	10.00	Cash
Regular Travel	HIE Summit	11/15/09	O/S Mileage, Personal Auto	10.18	Cash
Regular Travel	HIE Summit	11/16/09	O/S Dinner	18.00	Cash
Regular Travel	HIE Summit	11/16/09	O/S Incidentals	6.00	Cash
Regular Travel	HIE Summit	11/16/09	O/S Lodging	110.26	Direct Charge
Regular Travel	HIE Summit	11/17/09	O/S Mileage, Personal Auto	10.18	Cash
Regular Travel	HIE Summit	11/17/09	O/S Parking, Auto	30.00	Cash